



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 30, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-10

TO: All UPS Agencies

FROM: Ronald S. Mitchell

SUBJECT: Restricting Agency Entry of W-2 Balance Adjustments

In preparation for the conversion to the new SAP HR/PR system, OSUP will consolidate to one federal employer identification number and state employer identification number for all agencies paid under UPS, beginning January 1, 2000. The consolidation of employer identification numbers will eliminate the need for reporting of tax information at the agency level. For example, OSUP will complete one 941 and L-3 for all UPS agencies beginning Year 2000.

To prepare for this transition, OSUP will restrict agency entry of W-2 balance adjustments beginning the first payday in November. OSUP will enter/process the necessary adjustments identified by agency personnel. This change is necessary to give OSUP the ability to account for balances in agency clearing funds for tax vendors.

The attached agency procedures must be followed beginning October 18, 1999, (for the first payday in November) for 1999 and prior year's W-2c's and 941c's. Also attached is a new form, [UPR/F4W2](#), W-2 Balance Adjustment Request which must be completed and forwarded to OSUP for any W-2 balance adjustments to be processed after October 17, 1999. A list of these W-2 balance adjustment codes can be found in the Appendix of the On-Line Users' Manual. Future memos will be distributed to provide additional procedures, important information, etc. affected by consolidation to one employer identification number.

If you have any questions regarding the transition or procedures, please contact Cindy McClure at (225) 342-0714.

RSM:APH

[Attachments](#)

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Attachment

Agency W-2c Procedures:

1. Identify that a W-2c is necessary.
2. Notify OSUP before processing current pay wage adjustments involved with the W-2c, such as ADJMW AND ADJFW. OSUP will notify agency when to process the pay wage adjustment.
3. Research/gather documentation to justify the W-2c. Listed below are examples of documentation. This list is not inclusive.
 - a. Void or Supplemental issued in one calendar year but updating UPS in another calendar year – copy of the void or supplemental document and check register.
 - b. Retirement vs. SSEC – copy of the Monthly Year to Date Register for each calendar year involved.
4. Prepare the W-2c, Amended 941, 941c, Amended L-1, and L-3 for tax years prior to 2000 and a UPR/F4W2, Balance Adjustment Request. **DO NOT release W-2c until OSUP approves.**
5. Place copies of item 4 in pending file to review/verify after OSUP has completed balance adjustments.
6. Complete and forward the original W-2 and W-2c, completed Balance Adjustment Request Form, and necessary documentation (item 3 & 4) to OSUP Attention: Help Desk.
7. On a biweekly basis, review and initial the Consolidated Listing of Employee Adjustments, BL1705-01, indicating approval that all W-2 balance adjustments processed by OSUP were processed accordingly.
8. Agencies should keep documentation and W-2c, 941c and amended 941 for 4 – 11 years depending on resolution of outstanding problems.

OSUP W-2 Balance Adjustment Procedures:

1. OSUP reviews and approves the W-2 Balance Adjustments.
2. OSUP processes necessary adjustments and contacts agency to process pay wage adjustments.
3. OSUP instructs agency to request a payables check, if necessary.
4. OSUP approves the release of the W-2c to the employee by forwarding W-2c back to agency.
5. OSUP retains copy of all documentation forwarded to and from agency for audit purposes.

If W-2 balance adjustments must be processed for any reason other than a W-2c, contact the UPS Help Desk at (225) 342-8928.

W-2 BALANCE ADJUSTMENT REQUEST

Control No: _____ PRN: _____

Control Name: _____

Employee Name: _____ SS# : _____

CODE	DESCRIPTION	AMOUNT

Years Involved: _____ W-2c Required: _____Yes _____No

*Reason for requesting balance adjustments: _____

Prepared by: _____ Date: _____

Approved by: _____ Date: _____

FOR OSUP ONLY:	
Reviewed by: _____	Date: _____
Approved by: _____	Date: _____
Entered by: _____	Date: _____

*Documentation must be attached.